

Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING

Meeting Agenda

August 2, 2021

7:00 P.M

OFFICERS AND ADVISORS

- Kevin Bush, Chairman
- Steve Black, Vice Chairman (May 2020)
- Eric Barnes, Director and Treasurer (Next Election | May 2022)
- Doug May, Director and Business Affairs (May 2022)
- Justin Morrill, Director and Secretary (Next Election | May 2020)
- Barry Pleshek, Chief
- Lucinda Stancato, Fire Mitigation Officer
- Kevin Walker, District Manager

ORDER OF BUSINESS

- I. Opening Ceremony Time:
- II. Verification of Quorum:
- III. Minutes of Previous Board Meeting
- IV. Treasurer's Report
 1. *Financials*
 2. *Approve Expenditures*
- V. Operations Reports
 1. *Chief's Report*
 2. *Fire Mitigation / Medical Report*
- VI. Old Business
 1. *Excluded Tax Properties*
 - a. *Colton Bluff Properties*
 - b. *Dusty Hills Properties*
 - c. *Approve Tax Exclusion*
 2. *Neighborhood Address Signs – Eagle Scout Project*

- a. *Two scouts, 344 addresses, Getting district approval to knock on doors, \$14 per sign if assemble signs ourselves / \$25 if purchase assembled, Post at additional charge, Want to complete before end of summer, Fund up to \$10,000 Justin/Eric/U*

- 3. *Website Management*
 - a. *New Wordpress platform?*
 - b. *Train Justin as administrator*

- 4. *WSDM Interest in Purchasing Fire Station – ON HOLD FOR NOW*
 - a. *WSDM presentation*
 - Kevin Walker would like to purchase*
 - Cannot sell for less than fair market value*
 - Can do open or online auction with reserve*
 - Sell with all rezoning and improvements passed to buyer*
 - Must do asbestos, etc. testing*
 - Will need more parking places, talking to Nursing*
 - Kevin guessing worth \$100,000*
 - Sale of assets does not count toward TABOR*
 - Could another neighborhood sue City for fire/water services using WVFPD as an example and unintentionally cause City to back out of our agreement*
 - Have annexation agreement in place that forces City to accept annexation if the residents agree*
 - \$100,000 would give one-time hit of \$290 per household average*
 - Kevin estimates it would take 9-12 months to finance and make necessary improve*
 - b. *Positives and negatives*
 - i. *Returns asset to taxpayers in future refund*
 - ii. *Makes rebuilding WV Fire Dept nearly impossible*
 - iii. *WVFPD residents consider it responsible or irresponsible?*
 - iv. *Value of station if need to enter agreement with different agency (Manitou, Wescott, etc.)*
 - c. *Need to put property out to open bid?*
 - d. *CSFD use of property (in original contract but can't find in latest)*
 - e. *Other uses for station (office lease, storage, etc.)*
 - f. *Additional Interested Parties:*
 - i. *Ron Madd (Maud) 719-213-3188*

- 5. *Furnace Replacement*
 - a. *Delayed due to questions about CO entering combustion chamber and air returns.*
 - b. *Affordable Plumbing declined to quote due to location in truck bay.*
 - c. *Sierra Mechanical got approval for sealed combustion unit – See revised quote.*

- 6. *Station Monitoring*
 - a. *WiFi access via Nursing Center, Lucinda's house, CenturyLink or cellular?*
 - b. *Simplisafe monitoring? Motion approving \$750 plus \$25 monthly at 6/7 Meeting*

- 7. *Garage Door Servicing - COMPLETED*
 - a. *Motion to approve service of all three doors at 6/7 Meeting.*

- 8. _____
 - a. _____

b. _____

VII. New Business

1. *Appoint 2022 Designated Budget Officer*
2. *El Paso County Wildland Fire Team Evaluation*
 - a. *Fairly positive on mitigation efforts*
 - b. *Don't believe USAFA exit is worth trouble. Think it would be better to identify shelter in place locations through the neighborhood if egresses are blocked.*
3. _____
 - a. _____
 - b. _____

VIII. Upcoming Deadlines

	<i>Deadline</i>	<i>Action</i>	<i>Government Office</i>
✓	Jan 1	Current Map of District Boundaries	Div of Local Govt, County Assessor 32-1-306
	???	WVFPD Holiday Dinner	
✓	Jan 15 DEADLINE	Send notice including the name of district, biz address, phone, contact and name of chair	DLG, County Commissioners, County Assessor, County Treasurer, C&R
✓	Jan 15 DEADLINE	Publish yearly Special District Transparency Disclosure Statement per Senate Bill 09-87; BOD Names, Date of next Election (May ??, 2020), Mill levy and total property tax revenues, Board meeting info; District Contact Info	County Clerk, Public Loc, Mailer (opt), SDA Website, Website 32-1-809
✓	Jan 30	Post Notice of Regular BOD Meetings -- KEVINW VERIFY CLERK	WVFPD Public Locations, Website County Clerk and Recorder 26-6-402(2)(c)
✓	Jan 31	Certified Copy of Adopted Budget and copies of Resolutions to Adopt, Set Levies & Appropriate Funds	Div of Local Govt 29-1-113(1)
✓	Feb 1	File notice with DLG of any intergovernmental contracts, nature of contract and expiration dates	Div of Local Govt. 29-1-205
N/A	Jan 16 – Feb 20	Publish call for BOD Director Nominations one time (<90 days >75 days before election)	Secretary, Public Posting, Newspapers and County C&R
N/A	Feb 26	Request extension for Mail Ballot Plan	SOS Election Rule 12.3.5
N/A	Feb 26	File mail ballot plan for May election by Feb 26 or Mar 5 if filed extension	SOS Election Rule 12.3.5
✓	Feb 28	El Paso County Special Districts Annual Report and Disclosure Form	El Paso County Board of Comm specialdistrictnotices@elpasoco.com El Paso County Assessor El Paso County Treasurer
N/A	Feb 28	Self-Nomination Forms Due	Secretary and Designated Election Official 32-1-804.3(3)
N/A	Mar 2	Write-In Candidate Affidavit of Intent Due (64 th day before)	Designated Election Official CRS 1-4-1101(1) (2)
N/A	Mar 3	Cancel Election if no more Candidates than open BOD positions. Resolution recognizing cancellation and declaring	DEO, Public Posting Places, Newspapers, County C&R, SOS, and

		<i>candidates elected by acclamation (63th day before)</i>	<i>DLG. Notify Winners and provide certificates, CRS 1-5-208(1.5)</i>
N/A	Mar 1	<i>File information report on District's nonrated public securities as of 12/31</i>	<i>Department of Local Affairs</i>
N/A	Mar 24	<i>Order Registration Records</i>	<i>From County Assessor</i>
N/A	Mar 24	<i>See remaining election requirements</i>	<i>1-13.5-1104(1)</i>
N/A	Mar 6	<i>Certification of Ballot, Select County or Mail Ballot</i>	<i>County Clerk & Recorder</i>
N/A	Mar 6	<i>Send list of nominated candidates and self-nomination or write-in forms</i>	<i>County Clerk & Recorder Secretary of State</i>
N/A	Mar 11	<i>Mail ballot plan on file at the principal office of the special district.</i>	
N/A	Mar 20	<i>Mail absentee ballots to eligible electors who have applied for and are designated as a "covered voter".</i>	<i>1-13.5-168 1-8.3-103(1)(d) 1-8.3-110(1)</i>
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N/A	Mar 21	<i>Earliest day for election judge training</i>	
N/A	Mar 26	<i>Last day to order voter registration and property owners list (40 days early)</i>	
✓	Mar 31	<i>File Application for Audit Exemption if less than \$500k</i>	<i>State Auditor 29-1-604(3)</i>
N/A	Apr 15	<i>Publish Notice of Election at least 10 days before election.</i>	<i>Newspaper, Public Posting, C&R 1-5-205</i>
N/A	Apr 20	<i>Appointment of Election Judges</i>	
N/A	May 1 – Same for Excluded Props?	<i>File Court Order of Inclusion with CR for new property to be included in tax levy</i>	<i>39-1-110(1.5) / 32-1-105</i>
N/A	May 5	<i>Regular Election 1st Tue after 1st Mon in May</i>	<i>BOD directors and TABOR issues in even years only 32-1-103(17)(21), 32-1-805(2)</i>
✓	May 15 - ERIC	<i>WVFPD (Volunteer) Exempt Organization Filing</i>	
	June 2	<i>Certificate of Election Results</i>	<i>Div of Local Govt 1-11-103(3)</i>
✓	June 7 (BOD Mtg)	<i>Election of Board Officers</i>	
	June 7 DEADLINE	<i>Swear in Elected Directors (Send full BOD list and proof of bond too) – Must be AFTER election and no more than 30 days later.</i>	<i>Division of Local Govt, 4th Judicial Court 32-1-901/902</i>
N/A	June 22	<i>Notify C&R in writing if intend to participate in November election</i>	<i>CRS 1-7-116(5)</i>
N/A	June 30 (Rcvd Exemption)	<i>Auditor to submit audit report</i>	<i>Board of Directors 29-1-606(1)</i>
N/A	July 1 – Same for Excluded Props?	<i>Deadline to file court order of inclusion with C&R to enable district to levy tax on newly included property</i>	<i>Clerk and Recorder</i>
N/A	July 30 (Rcvd Exemption)	<i>Audit Report (Must be submitted within 30 days after received from auditor)</i>	<i>State Auditor (if not filed, county treasurer will withhold tax revenue!) 29-1-606(3)</i>
!!!	Aug 5 (BOD Mtg)	Appoint Budget Officer to prepare final budget (before Oct 15, can be non-BOD)	29-1-104
	Aug 25	Assessor preliminary total assessed valuation of all taxable property	Board of Directors 39-5-128
!!!	Sep 19	Thunderbird Picnic	Buhler House?

	Oct 7 (BOD Mtg)	First Pass Budget to Board – Oct Mtg	Board of Directors
	Oct 15	Deadline for Budget Officer to present Proposed 2020 Budget	Board of Directors 29-1-105
	Oct 15 – KEVIN.W	Publish “Notice of Budget”, Make budget available for inspection in public place, Set and Publish public hearing date and time	County Clerk, Public Loc, Newspaper 29-1-106, 29-1-106(3)(b)
	Oct 25: TB, PC Nov 1: WV	CSFD Slash Program Start	Per Ashley email 1/8/21
N/A	Nov ??	<i>Special Election may be held 1st Tue of odd years and 1st Mon of even years</i>	32-1-103(21), 32-1-805(2)
	Nov 16 – Jan 15	<i>Publish yearly Special District Transparency Disclosure Statement per Senate Bill 09-87</i>	County Clerk, Public Loc, Mailer (opt), SDA Website, Website 32-1-809
	Nov 28 (3-Day)	<i>Notice of Public Budget Hearing</i>	County Clerk, Public Loc, Newspaper 29-1-108(1)
	Dec 7 (BOD Mtg)	<i>2019 Amended Budget (if needed) Public Hearing 6:30P (before Dec 15)</i>	Public
	Dec 7 (BOD Mtg)	<i>2020 Proposed Budget Public Hearing 6:45P (before Dec 15)</i>	Public
N/A	Dec 7 (BOD Mtg)	<i>Acknowledge Election Results, Change Mill Levy if Applicable and Revise Tentative Budget</i>	Div of Local Govt
	Dec 7 (BOD Mtg)	<i>Certificate of Election Results</i>	Division of Local Govt
	Dec 7 (BOD Mtg)	<i>Certification of Mill Levy and Adoption of Budget (before Dec 15)</i>	Board of County Commissioners 29-1-108(2); Division of Local Govt 32-5-128(1)
	Dec 7 (BOD Mtg)	<i>Resolution Appropriating Sums of Money - Before (by Dec 31 – Lose 10% of funds if not completed by Dec 31!)</i>	WVFPD Board 29-1-108(4)
	Dec 7 (BOD Mtg)	<i>Appoint Chief</i>	WVFPD Board
	Dec 7 (BOD Mtg)	<i>Establish 2020 BOD Meeting Dates and Pass Resolution Designating Notice Posting Place and Regular Meeting Dates and Times</i>	WVFPD Board Posting Places 26-6-402(2)(c)
	Dec 10	<i>Receive Revised Assessment</i>	From County Clerk 39-1-111
	Dec 30 ~12/10	<i>Check to CSFD for IGA</i>	CSFD

IX. Confirm Next Meeting Date

- October 4, 2021 7:00PM
- December 6, 2021 7:00PM (after Public Budget Hearing)

X. Adjournment

Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING

Minutes

June 7, 2021

Attendance:

Kevin Bush, Chairman
Steve Black, Vice Chairman
Eric Barnes, Director and Treasurer
Doug May, Director and Business Affairs
Justin Morrill, Director and Secretary
Barry Pleshek, Chief
Lucinda Stancato, Fire Mitigation Officer
Kevin Walker, Walker Schooler District Managers (WSDM)

- I. Opening Ceremony at 19:00
- II. Verification of Quorum. The meeting was conducted in person. All Board members were present.
- III. Chairman Bush confirmed that reaffirmation of the Declaration of Emergency Procedures and Authorized Telephonic Meetings are no longer needed since we are meeting in person.
- IV. Minutes of previous Board Meeting: The Minutes of the April 5, 2021 Board meeting were reviewed, and Vice Chairman Black made a motion to approve the Minutes. The motion was seconded by Director May, and the motion passed unanimously.
- V. Treasurer's Report:
 - A. Mr. Walker reviewed the District's finances including current balance and accounts payable. A motion to approve the Treasurer's report and expenditures was made by Director Barnes and seconded by Vice Chairman Black. The motion passed unanimously.
- VI. Operations report: Chief Pleshek reported that there were no updates, and Fire Mitigation Officer Stancato reported that she was reviewing CSFD recommended practices for fire mitigation.
- VII. Old Business
 - A. Excluded Tax Properties: Mr. Walker reported that petitions from Colton Bluffs properties for exclusion from the District have been received and that additional reminder letters to the developer of Dusty Hills properties will be sent in the next week

and additional public notices will be posted.

- B. Neighborhood Address Signs: Director May reported that the Boy Scouts are proceeding as planned. They will use a series of communication methods, first email, then telephone, then home visits to secure sign-ups from the 344 property owners in the District. Following this, installation of address signs by the Scouts will be done in one area in the District at a time, starting with Thunderbird and Pine Creek and then on to south eastern Woodmen Valley, and then finishing with the west and north areas of Woodmen Valley.
- C. Website Management: Chairman Bush indicated that he is working to separate the District's web postings from other unrelated ones before training Director Morrill as a co-administrator.
- D. Adding WSDM employee for access electronic review access to the WVFPD FirstBank account. Mr. Walker reported that this had been done.
- E. WSDM interest in purchasing the WVFD Fire House. Mr. Walker has decided that he is no longer interested in purchasing the WVFD.

A. Furnace Replacement

- 1. Chairman Bush has obtained a bid from Sierra Mechanical for \$3000 if the existing flue vent can be used, or \$3875 if a new one is required.
- 2. Chairman Bush reported that a second contractor, Affordable Plumbing, has no-bid the work citing concerns with a new furnace direct replacement, and proposing additional work that would need to be performed.
- 3. No decision was made as to furnace replacement.

B. Station Monitoring

- 1. Chairman Bush investigated several alternatives for security monitoring of the WVFD firehouse, and recommended one from SimpliSafe. The system will not require WiFi nor a telephone line since it uses the Verizon cellular network to report security breaches. Director May made a motion to authorize expenditure of up to \$500 to purchase the SimpliSafe system with sensors for entry (motion detectors and door opening sensors), fire, CO, inside air temperature and water leaks. Chairman Bush will research and recommend the best way to pay for the ongoing \$25/month charge for monitoring service.
- 2. Director May made a motion to approve up to \$750 to service all three garage doors. The motion was seconded by Director Morrill and unanimously approved. Chairman Bush volunteered to contact a service company.

VIII. New Business

- A. Chairman Bush made a motion that the votes and the resolutions adopted by the Board during the period of the declared emergency when District Board meetings were held virtually be ratified by the Board. The motion was seconded by Director May, and passed unanimously.

B. Director May made a motion to appoint Mr. Walker as the Recording Secretary and to approve the additional payment to WSDM for this service. The motion was seconded by Director Barnes and the motion passed unanimously.

C. It was unanimously agreed that all Board Officers' positions would remain as before without any need for an election.

IX. Adjournment: Director Morrill moved that the meeting be adjourned, Director May seconded, and the motion passed unanimously. Chairman Bush declared the meeting adjourned at 20:15.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL JUNE 7, 2021 MINUTES OF THE WOODMEN VALLEY FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Kevin Bush, Chairman

Justin Morrill, Director and Secretary

Eric Barnes, Director and Treasurer

Steve Black, Vice Chairman

Doug May, Director